

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, EUROPE AND SEVENTH ARMY  
18<sup>TH</sup> ENGINEER BRIGADE (THEATER ARMY)  
UNIT 29351  
APO AE 09014-9351



AEUEG-CDR

19 September 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 18<sup>th</sup> Engineer Brigade Command Policy Letter 25, Commander's Safety Policy

1. PURPOSE. This Policy Letter establishes the safety policy for 18<sup>th</sup> Engineer Brigade.
2. APPLICABILITY. This Policy Letter applies to all military and civilian personnel assigned or attached to, serving with, accompanying, or visiting the 18<sup>th</sup> Engineer Brigade area of responsibility.
3. POLICY.

a. Accidents are a major threat to our vital resources and mission accomplishment. More importantly, they cause the potential for significant hardship for the injured, their families and friends, and greatly affect the morale within the command. My philosophy comprises the guidance and tools for effective and safe training, as well as methods to minimize accidents on and off duty. Leaders must view every assigned task with the battle mindset of MISSION FIRST, SAFETY ALWAYS!

b. The fundamental element of a successful organization is teamwork. I am the Safety Officer for this command and the Command Sergeant Major is the Safety NCO. Commanders are the Safety Officers for their units. All Soldiers and civilians are safety stewards. Our challenge as the safety "team" is to make our living and operating environment as safe as possible. The nature of our profession requires us to take risks, therefore it is essential that leaders understand how to reduce the hazards by implementing Composite Risk Management (CRM). This requires instinctive safety awareness and commitment. If you see something unsafe, take appropriate action to prevent an accident.

c. Our mission contains hazards of serious inherent risk. Risk Management is the operational process used to identify and assess hazards of an operation, then choose and implement control measures to reduce the risk of the hazards to an acceptable level. Leaders at all levels must apply the risk management process to all operations and activities. Risk acceptance will be made at the appropriate level. Company Commanders are authorized to accept and sign a risk assessment for "Low residual risk". "Moderate risks" will be signed by the Battalion level Commander. "High" residual risk levels are to be elevated to Brigade level

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for decision. All "Extremely High" level of residual risk will be elevated to the first general officer in the chain of command for decision.

d. Since avoidable accidents are likely to remain the largest single source of personnel and materiel losses, all accidental losses are to be issues of command interest. All accidents involving Army motor vehicles, injuries to personnel that will result in a day or more of restricted duty, or other significant damage to materiel or the environment will be reported with appropriate precedence through the Combat Readiness Center's Loss Reporting System, Accident Reporting Automation System (ARAS).

e. We must do more to prevent accidents – both on and off duty. Commanders will insure that POV and Motorcycle risk accident prevention programs are implemented. I want all Commanders to use the ASMIS-2 Risk Assessment Tool and fully integrate into their mission. Every element of this program has proved to reduce POV accidents in numerous units throughout the Army. This viable prevention program is executable at the Company level. I expect every leader to have a working knowledge of this process, but to also rely on your intuition and sound judgment.

f. In order to prevent accidents, we must gain accurate information about those that do occur. All accidents will be reported and tracked in IAW AR 385-40 and forwarded to the Brigade Safety Manager. Accident investigation involving fatality or serious injury (Class A & B) must be reported immediately to the chain of command and must be completed within 30 days. After any accident involving a Class A & B, the unit will conduct a Comprehensive Accident Assessment to determine what happened, root causes, and what will be done to prevent similar occurrence. Corrective actions will be developed and implemented within the unit. Comprehensive accident assessment results for all fatal accidents will be briefed to the first General Officer in the chain of command.

g. Own the Edge is a DA-Level campaign which is about adapting to a changing environment. As we transition and adapt to changing conditions, this program provides a gateway to introduce and reinforce Composite Risk Management (CRM), beginning with General McKiernan Sends Message #10-06. Our goal is to fully engage these concepts in our safety campaign.

h. Commanders should understand the climate and culture within their perspective units. This can only be achieved through leader accountability and involvement. The Army Readiness Assessment Program (ARAP) is a web-based program for Battalion Commanders to use as a tool to ascertain how their subordinates view their risk management programs.

i. Meeting Under the Oak Tree counseling is critical to meeting our goal of "No Loss of Life," and assures us the road for success. We must remain decisively engaged as leaders to insure that steps are taken to manage the identified risks and that our Soldiers use CRM in all their activities. The one-on-one counseling process ensures that leaders are aware of their

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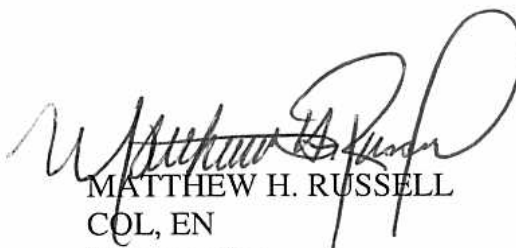
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Soldiers' plans and have made a mutual, verbal contract on the steps to be taken to properly manage the identified risks.

j. Leading-Indicator Summary Reports. I am establishing a requirement for summary reports for two leading indicators: maintenance of unit safety certification and completion of the ARAP. I intend to use these metrics to determine if commanders are actively engaging their subordinates to improve their risk environment, and maintenance of their risk-management knowledge base. Leading-indicator summary reports must be sent to the Brigade Safety Manager 14 days prior to the end of each quarter.

4. Safety must be integrated into our thoughts and processes from the initial stage of activities and exercises. We will ensure that our safety program is proactive, visible, and integrated into our lives.

*Swords Up!!*



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Commanding